# ASSISTANCE TO OWNER FOR COMPLETING FORM DT 1871

Form DT 1871 is the official record kept by Wis DOT in support of its administration of Chapter Trans 277 of the Wisconsin Administrative Code.

When a road chemical storage site is used for the first time, all the data called for on the unshaded portion (the record) must be entered. Once a record is created for a site, the data will be entered automatically and only updates need be provided via the information provided to DOT's inspection consultant's request or the recertification (shaded) portion of the form in subsequent years.

Once each year, the DOTs inspection consultant will mail to the compliance contact a notice of a pending site inspection. Along with that notice will be a means for the compliance contact to notify DOT through the consultant of any changes needed to the DT 1871. If, in the future, DOT elects not to use a consultant, Wis Dot's district office will mail by May 1 a copy of form DT 1871 to you. You are to review each data item (1 through 18) on the form and check off, in the Recertification Data portion (shaded) whether the item is still true or if it's false. If it is no longer true, you are to provide the correct information in the space provided in the lower half of page 2 or clearly on the face of the form and then return the form to the address in block A on or before June 1.

## Some Specific Instructions:

**Box A** The site owner has no obligation for completion of box A.

**Box 1** The name of the person completing this record on behalf of the owner is entered here.

**Box 2** The DOT district office assigns this label. The owner has no obligation for box 2.

**Box 3** The street address of this storage site including zip code is entered here. It may be necessary to contact the Local Emergency Planning Commission for this number.

**Box 4 & 5** Data is entered in the space to the left of these boxes. The compliance contact and address may or may not be the same as the owner. This is the person to contact if any subsite is not in compliance with Trans 277 or there is a complaint of contamination allegedly caused by the site.

**Box 6** Enter the phone number of the person named for box 4

**Box 7** Enter the fax number of the person named for box 4. If none, enter "none"

**Box 8** Enter the internet e-mail address of the person named for box 4. If none, enter "none"

**Box 9** The owner has no obligation for box 9.

**Box 10** The legal name of the municipality, company, or individual that owns the real estate comprising this storage site is entered here.

**Box 11** The employer's identification number (EIN), which is the number used by the owner for identification for workers' compensation and other tax matters, is entered here.

**Box 12** It is the owner's obligation, under state law, to keep a monthly inventory record of road salt and other chloride chemicals stored at this site for review by Wis DOT staff upon request. If the records are kept on site, enter "records on site." Otherwise give the full address where the records are kept.

**Box 13** A. The first column lists the types of road chemical materials potentially stored at this site. If there are chemicals other than those listed or there are more subsites than provided for a given chemical, add them to the list on lines 13.14 through 13.20.

B. The DOT district office enters these subsite labels.

C. Functional capacity is the tons or gallons that can actually be stored in the facility. This may not be the same as the design capacity. Loading methods will affect functional capacity.

D. A "Shed" is the style of building comprised of four walls, a peaked roof and most often constructed using wood treated with creosote or other wood preservative.

E. A "Hi Arch" is the style of building called a high arch gambrel.
F. A "Stockpile" is an "outdoors" pile of material without permanent cover.
G. A "Dome" is the style of building usually circular with a pointed or rounded roof.
H. A tank is a container for liquid material, often salt brine or liquid calcium chloride.
I. A "Crib" is a three sided structure with a ridged or flexible cover without a door.
J. An "Other" is a pit, bunker, lean-to etc.

Note that all items on an individual line in Box 13 must be true to check true.

**Box 14**  If ALL solid road chemical materials listed in box 13 are stored on an asphalt or concrete pad, mark yes.  If any one of them is not stored on an asphalt or concrete pad, mark no.

**Box 15**  If one or more of the subsite(s) listed in item 13 is served by a catch basin or a holding pond , mark yes. If none are, mark no.

**Box 16**  * If  box 15 is marked yes AND the runoff is processed at a municipal waste water treatment plant AND the site is covered by a Chapter 147 permit, mark yes.
* If  box 15 is marked yes AND the runoff is processed at a municipal waste water treatment plant, but the site is not covered by a Chapter 147 permit, mark no.
* If  box 15 is marked yes but the runoff is not processed at a municipal waste water treatment plant, mark NA

**Box 17**  If every subsite is wholly 50 feet or more distant from any surface water (as defined by Wisconsin Department of Natural Resources), mark yes.  If any subsite is not 50 feet or more distant from any surface water, mark no.

**Box 18**  A berm is a device to prevent runoff of road chemicals in liquid form (salt dissolved in rain water or melted snow or other liquid chemicals) from reaching areas outside the boundaries of this site.  If every subsite listed in box 13 is so protected individually or as a group mark yes.  If any subsite is not so protected mark no.  Note that the berm must also be in adequate physical condition to prevent passage of liquids in order to mark yes.

**Box 19**  The initial form DT 1871 is signed in the unshaded box 19.  Subsequent forms DT 1871 if used for a given site are signed  in the shaded box 19 as part of the recertification process.

**Box 20**  Directions to remote site locations which do not have street numbers or emergency numbers or similar address information should be entered here.